

SUBJ/NMPS WASHINGTON DC REQUEST TO GAINING COMMANDS IRT DEMOBILIZING RESERVISTS//POC/NMPS/LACMOB/LOC: NDW WASHINGTON NAVY YARD, WASHINGTON DC/TEL:DSN 288-4369/TEL:COM 202-433-4369/EMAIL:NMPSNDW@NAVY.MIL
RMKS/1. NMPS WASHINGTON WOULD LIKE TO MAKE THE DEMOBILIZATION PROCESS FLOW AS SMOOTHLY AS POSSIBLE. TO HELP FACILITATE THIS WE ARE REQUESTING THAT GAINING COMMANDS PREPARE THEIR RETURNING PERSONNEL TO MINIMIZE THE PROCESSING TIME AT NMPS.

2. GAINING COMMANDS NEED TO ENSURE THAT THE FOLLOWING ACTIONS ARE COMPLETED PRIOR TO DETACHING MEMBERS:

- A. NOTIFY MEMBER IMMEDIATELY UPON RECEIPT OF DEMOBILIZATION ORDERS.
- B. ADVISE MEMBER TO IMMEDIATELY CONTACT PERSONAL PROPERTY FOR HOUSE HOLD GOODS SHIPMENT AS NECESSARY.
- C. ALL MEMBERS MUST COMPLETE THE DD 2796 (POST DEPLOYMENT HEALTH ASSESSMENT) AND DD 2697 (REPORT OF MEDICAL ASSESSMENT). THESE TWO FORMS NEED TO BE SIGNED BY A MEDICAL PROVIDER (DOCTOR, PA, IDC). BLOOD WORK MUST ALSO BE DRAWN AND SUBMITTED AS HIV AND DOCUMENTED IN HEALTH RECORD.
- D. MEMBER MUST BE ISSUED FITREP/EVAL FOR PERIOD OF MOBILIZATION.
- E. PLEASE ENSURE THAT THE MEMBER HAS ENOUGH TIME ON CONTRACT TO COMPLETE THE DEMOBILIZATION PROCESS AND THEIR SEPARATION LEAVE.
- F. ENSURE ALL LEAVE TAKEN IS PROPERLY CHARGED. PROVIDE COPY OF ALL LEAVE PAPERS NOT REFLECTED ON CURRENT LES. LEAVE IS NOT AUTHORIZED BETWEEN GAINING COMMAND AND NMPS. REMIND MEMBER THAT EXCESS TRAVEL WILL BE CHARGED AS LEAVE.
- G. DEMOBILIZATION ORDERS MUST BE PROPERLY ENDORSED PRIOR TO DETACHING.
- H. COORDINATION OF TRANSPORT OF HOUSEHOLD GOODS, IF APPLICABLE.
- I. GAINING COMMANDS MUST NOTIFY THE NMPS BY EMAIL AT NMPSNDW@NAVY.MIL WITH EDA AND/OR ITNERARY FROM THE GAINING COMMAND TO NMPS.

3. PRIOR TO DEPARTING THE GAINING COMMAND AND REPORTING TO NMPS, MEMBER SHOULD:

- A. ENSURE THEY HAVE IN THEIR POSSESSION MEDICAL/DENTAL AND SERVICE RECORDS/JACKETS.
- B. HAVE ALL ORIGINAL ENDORSED ORDERS.
- C. ALL TDY ORDERS TAKEN DURING MOBILIZATION PERIOD.
- D. ALL PRIOR DD-214'S.
- E. PROVIDE PROOF OF ANY AWARDS RECEIVED THIS PERIOD THAT ARE NOT ENTERED IN THE SERVICE RECORD. PSD WILL NOT ENTER ANY UNDOCUMENTED AWARDS ON NEW DD214 OTHER THAN THOSE AUTHORIZED DURING MOB PERIOD.
- F. COURSE COMPLETION CERTIFICATES FOR ANY COURSES COMPLETED THIS PERIOD.
- G. AS A RESULT OF OFFICER FIELD SERVICE RECORDS NO LONGER BEING REQUIRED, PERSONNEL SHOULD BE PREPARED WITH THE NECESSARY PAPERWORK REQUIRED TO COMPLETE A DD-214. NON-COMPLIANCE WILL LEAD TO A DELAY IN THE DEMOBILIZATION PROCESS.

4. NMPS WASHINGTON REQUIRES PERSONNEL TO BE IN THE UNIFORM OF THE DAY. CURRENTLY AUTHORIZED UNIFORMS ARE SUMMER WHITES, DRESS WHITES, AND KHAKIS. FLIGHT SUITS, UTILITIES, AND CAMOUFLAGE UNIFORMS ARE NOT AUTHORIZED.

5. OFFICERS AND ENLISTED PERSONNEL REQUIRING BERTHING SHOULD CHECK INTO FURNARI HALL BLDG 417 (COMM: 202-433-2667/DSN 288) LOCATED AT NAVAL STATION, ANACOSTIA ANNEX. HOTEL ROOMS ARE NOT AUTHORIZED WITHOUT A CNA.

6. RENTAL CARS WILL BE AUTHORIZED AT NMPS WASHINGTON ONLY FOR THOSE WHO HAVE BEEN DEPLOYED OCONUS AND LIVE OUTSIDE THE WASHINGTON, DC AREA.

7. NMPS WASHINGTON IS LOCATED AT WASHINGTON NAVY YARD, 1014 N ST SE, BLDG 200, THIRD FLOOR, WASHINGTON, DC 20374. MAIN GATE (24 HOURS) IS LOCATED ON "M" STREET SE, BETWEEN FIFTH AND SIXTH STREET. OTHER GATES ARE LOCATED AT "M" STREET SE AND NINTH, ELEVENTH AND "N" STREET AND ELEVENTH AND "O" STREET SE. PERSONNEL SHOULD HAVE THEIR ORDERS ENDORSED AT NMPS WASHINGTON NAVY YARD (BLDG 200), UPON ARRIVAL. NORMAL HOURS OF OPERATION ARE 0730 TO 1630 MONDAY THRU FRIDAY BUT WILL BE EXTENDED TO WEEKENDS DURING PEAK DEMOBILIZATION

PERIODS. CALL 202-433-4369/DSN 288-4369 FOR CURRENT HOURS OF OPERATION.
AFTER HOURS OR EMERGENCY CALL DUTY PHONE 202-359-7822.

8. MUSTERS ARE CURRENTLY BEING HELD AT BLDG 200 THIRD FLOOR CONFERENCE ROOM
AT 0800 AND 1300 MON THROUGH FRI. IF THE MUSTER LOCATION CHANGES, SIGNS WILL
BE POSTED IN GROUND FLOOR CORRIDOR.

9. PARKING IS LIMITED AT THE WASHINGTON NAVY YARD. PERSONNEL SHOULD GO TO
THE VISITOR GARAGE (405) AND NOTIFY THE GUARD OF THEIR RESERVE DEMOBILIZATION
STATUS. NO ONE SHOULD PARK IN ANY YELLOW OR RED RESTRICTED PARKING AREAS.

10. NMPS WILL COORDINATE COMMERCIAL TRAVEL TO THE RESESRVE CENTER AND HOME
AS NECESSARY.

11. FOR PLANNING PURPOSES MEMBERS SHOULD ANTICIPATE A THREE TO FIVE DAY
PERIOD FOR OUTPROCESSING. ADDITIONALLY, MEMBERS ARE EXPECTED TO REPORT TO
ACTIVATING NAVAL RESERVE ACTIVITY IMMEDIATELY UPON DETACHMENT FROM NMPS.

12. CURRENT PERS 9 MOBILIZATION/DEMOBILIZATION POLICY & PROCEDURE GUIDANCE
CAN BE VIEWED AT WWW.BUPERSNET.NAVY.MIL/\\PERS9\\INDEX.HTM UNDER CN0 N1. NMPS
WASHINGTON INFORMATION CAN BE OBTAINED AT THE NDW NMPS WASHINGTON WEBSITE -
WWW.NDW.NAVY.MIL, CLICK ON DEMOBILIZATION TAB.

13. NAVAL RESERVE ACTIVITIES: PLEASE FORWARD POC PHONE NUMBER AND E-MAIL
ADDRESS TO NMPSNDW@NAVY.MIL.

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